

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>MONITORING AND REPORTING – QUALITY OVERVIEW</b>	FMEP-P-0760	Rev. No. 1
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1.0 PURPOSE

To ensure subcontracted construction meets contract requirements.

2.0 GENERAL

- a. Science Applications International Corporation Frederick (SAIC-F) surveillance is a monitoring function to provide independent assessment of both quality and physical progress in accordance with FAR 246-4.
- b. Over-inspection by the SAIC-F Representatives shall be avoided. Over-inspection can lead the subcontractor to believe that they do not need to inspect their own work. It is the subcontractor’s contractual responsibility to deliver what has been specified. SAIC-F must satisfy themselves that specification requirements have been delivered through judicious use of first hand observations, measurements, and independent testing.
- c. It is the intention of SAIC-F to have the subcontractor deliver only those supplies and/or services specified in the contract. Delivery of anything less is not acceptable. Conversely the SAIC-F field inspection personnel should never suggest anything more than specified is required. SAIC-F must satisfy themselves as to the level of completion as a prerequisite to payment.

3.0 PROCEDURE

The responsibilities of various groups are identified below.

3.1 Subcontractor

- a. The subcontractor is responsible for completing the work in accordance with the subcontract and notifying SAIC-F of their progress in a timely manner to permit inspection.
- b. The subcontractor shall notify SAIC-F that work in progress is ready for inspection. Failure to provide notice to SAIC-F may require the subcontractor to expose work to allow for inspection.
- c. The subcontractor control of non-conforming items will be in accordance with the Facilities Maintenance and Engineering (FME) procedure titled “Deficiency Reports” unless the subcontractor has their own system, which may be used if it is acceptable to SAIC-F.
- d. It shall be the responsibility of the subcontractor to schedule, arrange and pay for all tests. The subcontractor shall forward a copy of each testing report, on a daily basis, to the Contracting Officers Technical Representative (COTR). The subcontractor shall note the tests on the Daily Progress Report (see FMEP-P-0750) and forward a copy of the Daily Progress Report to the COTR for placement in the project files.

3.2 Engineering Team/Architect Engineer

It shall be the responsibility of the Engineering Team/Architect Engineer to define the level of quality required within the contract documents, the level of testing requirements necessary to ensure this quality is achieved, and any

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acceptance standards. The Engineering Team/ Architect Engineer shall also recommend whether the tests are performed by an independent testing agency or by the subcontractor’s own forces, the level of documentation required, and whether COTR participation is required.

3.3 SAIC Representative/COTR

- a. It shall be the responsibility of the SAIC-F Representative/COTR to be familiar with the contract requirements and to verify that the subcontractor has established and maintains sufficient construction quality control to ensure that the contract requirements will be met. The COTR shall ensure that all tests and inspection reports are forwarded to the proper technical lead as appropriate and shall verify that the results of the tests and inspections are in keeping with the contract requirements.
  
- b. Subcontractors that fail to deliver what the contract requires are a serious liability to the success of the NCI. It is incumbent upon the COTR that they document any non-compliance by the subcontractor early and that they spear head all necessary corrective action. If the subcontractor continually fails to assume their responsibility to provide the quality specified, all contract methods should be considered to correct deficiencies including : retention of progress payments, stopping work on the non compliant item, unsatisfactory interim and final performance ratings or termination for default.